

# Making Extra Time

Wouldn't it be great if you could paste extra numbers on your watch and decide you have until "14 o'clock" to finish a project? Or... try these ideas:

- ✓ Combine activities with errands. Planning ahead and a list will let you make a grand sweep of town, covering several needs. It may take a couple hours, but it beats using up an hour every day for a week.
- ✓ Be a parent, not a cab driver. Sometimes you have to just say no to children's requests to be taken here or there.
- ✓ Give out only your phone number. Supplying everyone with your beeper, fax, and email gives you 3 extra places to constantly check for messages.
- ✓ Deny tasks or favors you can't handle. Sure there are some you're happy to do, but many just take up time and are unnecessary.

Even though you can't really *make* extra time, you can open up free places in your schedule for you. Use the time to exercise, get organized, contemplate your goals, prepare a special meal, or be with someone important to you.

